



City Hall Safety Committee Meeting

October 6, 2011

Minutes

Meeting called to order at 1:25 PM.

Present: Adam Alix, Tom Stoffel, Kate Clausing, Sue Nett, Kristi Heim, Vicki Lens

Absent: Pamela Captain

- A. Motion to approve minutes as corrected made by S. Nett and seconded by T. Stoffel. Motion carried.

B. Old Business

1. **Emergency Notifications** – use of computers and blackberries for notifications will be difficult considering software availability and limitations. T. Drew to discuss Flash Message with IT. Floor coordinators ultimately responsible to make sure all are informed on their floors. Suggestion to update list of floor coordinators who are currently listed in the EOEP Plan.
2. **Severe Weather Drill issues**- A. Alix reported that TV is available in the break room. TV is currently stored in the basement conference/mail room. A. Alix to move TV to break room and connect to cable in case of emergencies.

C. New Business

1. **Monthly Safety Topic** – “When in Doubt... Drill it Out!” was distributed and discussed. Fact sheet is in conjunction with October – Fire Safety Month. Fire drills will be arranged with NM Fire for City Hall, Library and Health.
2. **Injury Review** – S. Nett reported a minor needle stick issue of an employee in the Health Department – additional information will be provided.
3. **Safety Issues – MSDS sheets, labeling, etc.** – T. Drew provided information related to a DComm inspection conducted in another City which cited issues related to availability of MSDS sheets and proper labeling of containers. T. Drew requested that any new products used should have an MSDS sheet accompanying. All secondary containers must also be properly labeled.
4. **Other new items for discussion**— No new items discussed.

D. Training

1. **CVMIC Training “Health and Safety What You Need to Know” Review**- Those who attended found the training very informational.

2. **Bloodborne pathogen training availability to library employees** – Library bloodborne pathogen training completed at Library.
3. **Hearing Screening** – affected employees dates pending likely November or December
4. **Annual training items** – T. Drew will work with P. James about getting the training refreshers on the intranet, classroom review may also be utilized per CVMIC suggestion.
5. **Fire Extinguisher Training (live)** – morning session was provided on 9/29, however afternoon session had to be canceled due to weather. Those in attendance found the training to be good especially actually handling live extinguishers and putting out real fires. T. Drew will attempt to reschedule second session yet this fall.
6. **Additional Training items for discussion-** No additional training items discussed.

Motion to adjourn at 2:05 PM by S. Nett and seconded by K. Clausing Motion carried.